

Mohd Amirul Kasyful Nur bin Zulkifli

From: Unit Latihan Jabatan Pendaftar -PEND
Sent: Wednesday, 15 March, 2017 10:11 AM
To: UUM - All Staff
Cc: Muhammad Hafidz bin Baharudin
Subject: KURSUS BULAN APRIL



Jabatan Pendaftar

REGISTRAR'S OFFICE

Universiti Utara Malaysia

15 MAC 2017/ 16 JAMADILAKHIR 1438H

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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

Assalamualaikum dan salam sejahtera

Sukacita dimaklumkan bahawa Bahagian Pembangunan Sumber Manusia (Unit Latihan) Jabatan Pendaftar dengan kerjasama Unitama Education Consultancy Sdn. Bhd. akan menganjurkan kursus seperti butiran berikut :

- 1. Tajuk : Kursus Occupational Safety & Health (OSH)**
Tarikh : 29 Mac 2017
Masa : 8.00 pagi - 5.00 petang
Tempat : EDC – UUM Hotels and Resorts
Gred Sasaran : 1-40
Yuran : RM 160.00
- 2. Tajuk : Bengkel Penulisan Teks dan Pengucapan Awam**
Tarikh : 5 April 2017
Masa : 8.00 pagi - 5.00 petang
Tempat : EDC – UUM Hotels & Resorts
Gred Sasaran : 41 ke atas
Yuran : RM 160.00
- 3. Tajuk : Kursus Automasi Pejabat**
Tarikh : 12 April 2017
Masa : 8.00 pagi - 5.00 petang
Tempat : EDC – UUM Hotels & Resorts

Gred Sasaran : Skim N14 – N40

Yuran : RM 160.00

4. **Tajuk : Kursus Ketrampilan Diri**
Tarikh : 19 April 2017
Masa : 8.00 pagi – 5.00 petang
Tempat : EDC – UUM Hotels and Resorts

Gred Sasaran : 1-16

Yuran : RM 160.00

5. **Tajuk : Kursus Mentoring & Coaching**
Tarikh : 26 April 2017
Masa : 8.00 pagi – 5.00 petang
Tempat : EDC – UUM Hotels & Resorts

Gred Sasaran : 19-40

Yuran : RM 160.00

6. **Tajuk : Kursus Pengurusan Sumber Manusia**
Tarikh : 26 April 2017
Masa : 8.00 pagi – 5.00 petang
Tempat : EDC-UUM Hotels & Resorts

Gred Sasaran : 44 ke atas

Yuran : RM 160.00

Tuan/puan yang berminat untuk menyertai kursus ini boleh menghubungi Rossni (Ext : 3185)

Sekian.



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